

Facilitator's Guide for the Exercise

**Fifth Annual *Emergency Management Preparedness*
*Satellite Seminar***

September 13 & 14, 2000

Criterion for Selection of Facilitators

The only significant criterion is the individual's willingness to read the Exercises and this Guide beforehand, and give oral directions to the local group. Subject matter expertise is not necessary, although some basic knowledge of foreign animal disease investigation processes may be desirable.

Role of the Exercise Facilitator

1. Coordinate with the Local Site Coordinator if the same person is not playing both roles.
2. Schedule the specific hours for the Exercise, depending on the local time of the satellite broadcast.
3. Announce the schedule to all participants.
4. See that everyone has copies of the Exercise and plain paper for FAXes.
5. Explain the instructions.
6. Divide the group into subgroups of 6 participants, or as close to it as your total number allows.
7. Keep time throughout; announce starting and stopping times.
8. Circulate among the groups during their discussions to get a sense of how they are progressing, answer any questions about the process, and make yourself generally available.
9. FAX each group's written answers to the Exercise.
10. If necessary and possible, assist the FADDs in the electronic transmission (using their laptops) of their completed FAD/EDI reports.

Description of the Exercise

1. There is one exercise which requires a small group discussion of and written answers to questions about handling of the situation.
2. Everyone is expected to participate in the Exercise.

3. Participation includes reading the case, forming small discussion groups, discussing the questions at the end of the situation, assigning a group member to write the group's agreed-upon answers, and getting the written answers FAXed (see page 3 for Fax #).
4. Feedback will be provided to the FAXed responses on the air.
5. FADDs will **also** be asked to complete and transmit one FAD/EDI investigation report using laptop computers which they will have been instructed to carry to the downlink site.
6. Feedback will be provided to the FADDs on their FAD/EDI investigation reports on-line within 1 week after the broadcast.

Instructions for the Exercise

1. Distribute the Exercise and several sheets of plain 8 ½ x 11" paper.
2. Explain that the process will involve reading the case, discussing the questions at the end in small groups, reaching consensus, selecting a scribe to write, and FAX the group's answers.
3. Explain that the FADDs will participate in these groups AND will also be expected to complete, individually, a FAD/EDI investigation report on-line for the case within 2 days. They will receive feedback on-line, as well.
4. Agree on overall time frames. Allow a total time of 1 hour for the group discussions. Check in with each group at intervals to gauge their status.
5. Encourage groups to come to consensus around their answers to the questions before preparing the FAX. If strong dissenting opinions remain, they should be included in the FAX.
6. Feedback will be provided to the groups on the air. Please attempt to show clearly on each FAX the names of the group members, the name of the downlink site, and the name(s) of the Local Site Coordinator/Exercise Facilitator, as well as the return FAX number.

Instructions for FADDs

1. It is important that the FADDs participate in the group discussions of the case. Their taking on a leadership role may be appropriate.
2. When the group task is finished, the FADDs should independently fill out an FAD/EDI investigation report for the Case on their laptop computers, using the Case Control Number provided in the Exercise.

3. To send, follow the step-by-step instructions found under “Electronic Transmission of your Investigation” of the FAD/EDI Worksheet. The FAD/EDI Worksheet is downloadable as a separate document from the Satellite Seminar Webpage:

<http://www.aphis.usda.gov/vs/training/emprep.htm>

4. Ask the FADDs to **email** the form to:

Sherrilyn Wainwright, VS/EP
Aida Boghossian, VS/EP

5. It is recommended that the FADDs fill out the Worksheet by hand before completing the work on-line.
6. The transmission may take place at any time within 2 days of the broadcast sessions of the Seminar.
7. Feedback will be provided directly to each FADD on-line within 1 week after the broadcast.

Essential Numbers

- ♦ For **FAXING** group answers to the case questions: (301) 447-1363
- ♦ For difficulties in transmission of FAD/EDI investigation reports: (301) 734-4933
- ♦ For trouble with the satellite transmission to your site: 1-800-500-5164

Thank you very much for everything you are doing to help make this Satellite Seminar the best yet.